Contr. H-37—100,000—21-5-48.

(1954 Department

SERIES.

G.O. No. 5596

Dated 11-11-48

[Despatch Abstract.]

Public Services - Provincial and Subordinate Services - Agricultural Department - Personal files - Preparation, maintenance and scrutiny Revised - Instructions - Issued

GOVERNMENT OF MADRAS
Development Department
G.O.Ms.No.5596, dated 11th November 1948.

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ABSTRACT

Public Services - Provincial and Subordinate Services - Agricultural Department - Personal files - Preparation, Maintenance and scrutiny - Revised - Instructions - Issued -

READ:-

G.O.Ms.No.2325, Development dated 16-12-1941.
" 902(84-S) Dev., dated 16-5-1942.
" 4698, Development dated 27-11-1945.
" 93, Development dated 8-1-1947.
" 938, Development dated 26-2-1948.
From the Director of Agriculture, No.K.2.119/48, d/22-6-'48.
Memorandum No.14005-A.I/48-2, dd Development d/6-4-48.
Letter from the Director of Agriculture, No.K.2.119-48, dated 26-6-1948.

O R D E R:

In supersession of orders issued in the G.Os. read above, His Excellency the Governor hereby directs, that the authorities who should prepare, maintain and scrutinise the personal files of the officers and subordinates in the Agricultural Department, mentioned in the Appendix, will be as shown against them.

(By Order of His Excellency the Governor)

x x x x
Secretary to Government.

To
The Director of Agriculture.
All Collectors.
The Board of Revenue.
Copy to the Madras Public Service Commission.

APPENDIX.

Sl. No.	Grade of officers.	Authorities who should prepare confidential reports.	Authorities who should scrutinise the confidential reports.	Authorities who should maintain the confidential reports.
(1)	(2)	(3)	(4)	(5)
	MADRAS AGRICULTURAL SERVICE.			
1.	Director of Agriculture	Secretary to Govt.		Secretary to Govt.
2.	Principals, Agricultural Colleges, Coimbatore & Bapatla.	Director of Agriculture.		Director of Agriculture.
3.	Headquarters Deputy Directors of Agriculture.	-do-		-do-
4.	Heads of Research Sections and Regional Deputy Directors of Agriculture including Provincial Marketing Officer.	-do-		-do-

contd:-

(1)	(2)	(3)	(4)	(5)
5.	District Agricultural Officers, including Special District Agricultural Officers.	Deputy Directors of Agriculture.	Director of Agriculture.	Director of Agriculture.
6.	Asst. Research Officers.	Research Officers.	-do-	-do-
7.	Superintendents, Agricltural Research Stations.	Heads of Sections or Deputy Directors of Agriculture as the case may be	-do-	-do-
8.	Assistant Marketing Officers.	Provincial Marketing Officer.	-do-	-do-
9.	Other Gazetted Assistants or Gazetted Officers.	~~Provincial~~ Heads of section or Deputy Director of Agriculture as the case may be.	-do-	-do-
10.	Agricultural Research Engineer.	Director of Agriculture	-do-	-do-
11.	Estate Engineers (Civil & Mechanical) Coimbatore	Principal, Agricultural College and Research Institute, Coimbatore.	-do-	-do-
12.	Gazetted Assistant to Research Engineer.	Research Engineer.	-do-	-do-
13.	Agricultural Assistant Engineers	Joint Director of Agriculture.	-do-	-do-
14.	Senior Accounts Officer (Trading Schemes).	-do-	-do-	-do- Accountant-General, Madras.
15.	Assistant Accounts Officer (Internal Audit)	Director of Agriculture.	Examiner of Local Fund Accounts.	Examiner of Local Fund Accounts.

MADRAS AGRICULTURAL SUBORDINATE SERVICE.

1.	Upper and Lower Subordinate (Agricultural Sections).	District Agricultural Officers or Superintendents of Agricultural Research Stations.	Deputy Director of the concerned Division.	Deputy Director of the concerned Division.
2.	Upper and Lower Subordinates working in the Marketing Section.	Assistant Marketing Officers.	Provincial Marketing Officer.	Provincial Marketing Officer.

Note:- If the Provincial Marketing Officer writes the report of any Assistant it should be countersigned by the Headquarters Deputy Director.

Note:- The Deputy Directors will send their reports on the work and conduct of the District Agricultural Officers (including Special District Agricultural Officers) working under them to the Collectors concerned for transmission to the Director of Agriculture after incorporating their remarks on the Officers.

(1)	(2)	(3)	(4)	(5)
3.	Upper and Lower Subordinates (Scientific Section).	Senior-most Gazetted Assistant in the concerned section or Superintendents, Agricultural Research Stations, as the case may be.	Heads of concerned section.	Head of concerned section.
4.	Upper and Lower Subordinates of the Fruit Research Station, Kodur.	Gazetted Superintendent, Furit Research Station, Kodur.	Furit Specialist.	Fruit Specialist.
5.	Upper and Lower Subordinates of the Coonoor, Kallar and Burliar Fruit Stations.	Assistant Fruit Specialist, Coonoor.	Fruit Specialist.	Fruit Specialist.
6.	Upper and Lower Subordinates Working in Agricultural Research Stations without Gazetted Superintendents and directly under Heads of Sections.	Heads of Sections concerned.	Headquarters Deputy Director of Agriculture.	Heads of Sections concerned.

Note:- The confidential dossiers of Assistants inthe Scientific Section working in Agricultural Research Stations under the control of the Deputy Directors should be sent by the Deputy Directors to the head of the Scientific Section concerned for remarks and then file.

7.	Upper and Lower Subordinates working in the Office of the Fruit Specialist, Madras.	Assistant Fruit Specialist, Madras.	Fruit Specialist, Madras.	Fruit Specialist, Madras.
8.	Fieldmen:			
	Agricultural College and Central Farm, Coimbatore.	Junior Lecturer in Agriculture and Assistant Superintendent, Central Farm.	Senior Lecturer In Agriculture & Superintendent, Central Farm.	Senior Lecturer in Agriculture and Superintendent Central Farm
	Research Sections, having Gazetted Assistants.	Senior most Gazetted Assistant in the Section.	Heads of Sections, concerned.	Heads of section concerned.
	Research Sections without Gazetted Assistants and directly under Heads of Sections.	Heads of Sections concerned.	Headquarters Deputy Director of Agriculture.	Heads of section concerned.
	District Work.	District Agricultural Officers concerned.	Deputy Directors of the concerned Division.	Deputy Directors of the concerned Division.
	Agricultural Research Stations with Gazetted Superintendents in charge of Deputy Directors.	Gazetted Superintendents concerned.	Deputy Directors concerned.	Deputy Directors concerned.
	Agricultural Research Stations without Gazetted Superintendents.	Deputy Directors concerned.	Headquarters Deputy Director of Agriculture.	-do-
	Sanitary Inspector	Vice Principal, Agricultural College.	Principal, Agricultural College.	Principal. Agricultural College.

(1)	(2)	(3)	(4)	(5)
10. Mechanics.				
	Agricultural Research Stations with Gazetted Superintendents.	Gazetted Superintendents.	Heads of Sections or Deputy Directors of the concerned division.	Heads of sections or Deputy Directors of the concerned Division.
	Agricultural Research Stations without Gazetted Superintendents.	Deputy Directors or Heads of Sections concerned.	Headquarters Deputy Director	Deputy Directors or Heads of Sections concerned
	Research Engineering Section.	Gazetted Assistant to the Research Engineer.	Research Engineer.	Research Engineer.
11.	Museum Curator.	Vice Principal, Agricultural College, Coimbatore.	Principal, Agricultural College, Coimbatore.	Principal, Agricural College, Coimbatore.
12.	Draftsmen.	Estate Engineer (Civil)	Principal, Agricultural College, Coimbatore.	Principal, Agricultural College, Coimbatore.
13.	Artists.			
	Agricultural College and Research Institute.	Vice-Principal, Agricultural College and Research Institute.	-do-	-do-
	Agricultural Research Stations.	Gazetted Superintendents concerned.	Deputy Directors of the concerned division.	Deputy Directors of the concerned Division.
	Marketing Section.	Provincial Marketing Officer.	Headquarters Deputy Director.	Provincial Marketing Officer.
	Fruit Research Station, Kodur.	Superintendent, Fruit Research Station, Kodur.	Fruit Specialist.	Fruit Specialist.
		MADRAS GENERAL SUBORDINATE SERVICE.		
1.	Librarian, Agricultural College, Coimbatore.	Vice-Principal, Agricultural College, Coimbatore.	Principal, Agricultural College, Coimbatore,	Principal, Agricultural College, Coimbatore
2.	-do- Bapatla.	Principal, Agricultural College, Bapatla.	Principal, Agricultural College, Bapatla.	Principal, Agricultural College, Bapatla.
3.	Accountant Internal Audit, Coimbatore.	Assistant Accounts Officer.	Director of Agriculture.	Accountant General or Chief Auditor for State Trading Schemes or Examiner for Local Fund Accounts as the case may be.

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(1)	(2)	(3)	(4)	(5)
4.	Trouring Superindent (Trading Schemes)	Senior Accounts Officer.	Directors of Agriculture.	Accountant-Genera Madras.
		MADRAS ELECTRICAL SUBORDINATE SERVICE.		
	Supervisor, Agricultural College, Coimbatore.	Estate Civil Engineer.	Principal, Agricultural College, Coimbatore.	Principal, Agricultural College, Coimbatore.
		MADRAS PUBLIC WORKS SUBORDINATE SERVICE.		
1.	Supervisors working under Research Engineer.	Gazetted Assistant to the Research Engineer.	Research Engineer.	Research Engineer.
2.	Agricultural Engineering Supervisors working in the districts.	District Agricultural Officers.	Deputy Directors of the concerned Division.	Deputy Director of the concerne Division.
		MADRAS MINISTERIAL SERVICE.		
1.	Office of the Director of Agriculture.	Personal Assistant to the Director of Agriculture.	Director of Agriculture.	Personal Assistant to the Director of Agriculture.
2.	Office of the Deputy Director of Agriculture.	Deputy Director of Agriculture.	Headquarters Deputy Director of Agriculture.	Deputy Director o Agriculture.
3.	Office of the District Agricultural Officer.	District Agricul tural Officer.	Deputy Director concerned.	District Agricultural Officer
4.	Office of the Provincial Marketing Officer.	Provincial Marketing Officer	Headquarters Deputy Director.	Provincial Marketing Officer, Madras.
5.	Office of the Assistant Marketing Officer.	Assistant Marketing Officer.	Provincial Marketing Officer.	Provincial Marketing Officer, Madras
6.	Office of the Principal, Agricultural College, Coimbatore.	Vice Principal, Agricultural College, Coimbatore.	Principal, Agricultural College, Coimbatore.	Principal, Agricultural College Coimbatore.
7..	Office of the Principal, Agricultural College, Bapatla.	Senior Lecturer in Agriculture College, Bapatla.	Principal, Agricultural, College, Bapatla.	Principal, Agricultural College, Bapatla.
8.	Office of the Senior Lecturer in Agriculture & Superintendent, Central Farm, Coimbatore.	Junior Lecturer in Agriculture and Assistant Superintendent, Central Farm.	Senior Lecturer in Agriculture and Superintendent Central Farm.	Senior Lecture in Agricultu and Superintendent, Central Farm.
9.	Research Sections having Gazetted Assistants.	Senior most Gazetted Assistant in the Section.	Heads of sections concerned.	Heads of Sections concerned.
10.	Research Sections without Gazetted Assistants.	Heads of Sections concerned.	Headquarters Deputy Director of Agriculture.	

(1)	(2)	(3)	(4)	(5)
11.	Agricultural Research Stations with Gazetted Superintendents.	Superintendents concerned.	Deputy Director of Agriculture or Heads of Sections concerned.	Deputy Director of Agriculture or Heads of Sections concerned.
12.	-do- without Gazetted Superintendents.	Deputy Directors ofr Heads of Sections concerned.	Headquarters Deputy Directors.	
13.	Office of the Fruit Specialist, Madras,	Assistant Fruit Specialist, Madras.	Fruit Specialist, Madras.	Fruit Specialists (ists, Madras.
14.	Store Clerks.	District Agricultural Officer concerned.	Deputy Director concerned.	Deputy Director concerned.
		MADRAS VETERINARY SUBORDINATE SERVICE.		
	Class I.			
	Veterinary Assistant Surgeons in the Agricultural College, Coimbatore.	Lecturer in Animal Hygiene.	Senior Lecturer in Agriculture and Superintendent, Central Farm, Coimbatore.	Senior Lecturer in Agriculture and Superintendent, Central Farm, Coimbato
	Class II.			
	Compounder at the Veterinary Hospital attached to the Agricultural College, Coimbatore.			
		RECORDERS.		
	Recorders in marketing Section.	Provincial Marketing Officer if working under Provincial Marketing Officer or Assistant Marketing Officers if working under them.	Provincial Marketing Officer in respect of reports written by Assistant Marketing Officers & Deputy Director (Headquarters) in respect of reports written by Provincial Marketing Offficer.	Provincial Marketing Officer.

/True Copy/

Office Assistant,
Madras Record Office.

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